

Gwen, meetings are currently budgeted for Anchorage, Iliamna, and Dillingham.

Hi Phil - Here are my thoughts. Let me know if you have any questions. Tami in particular thought item #4 was important, but it's often illegal. Judy

1. Does NatureServe already have an umbrella contract with UAA for work done on this project? If you do, it would expedite the process.
2. We suggest the meetings are recorded for an unambiguous public record of the proceedings. To this end, we have included an IT specialist in our budget to video, record, and make sure the projector is working for the presentations. I need a little more information about the desired structure of the meetings to be able to cost out this component completely so hopefully we can talk about it next week prior to my sending you the final version of the scope and budget.

Julie-- While I really like the idea of having a recorded meeting, cost of this service may be way out of proportion to the limited budget resources available for the entire project. As an alternative, I would include the cost of taking notes at the meeting, and perhaps just an audio recording.

Gwen, this is fine, we can just do audio.

Gwen - Ex. 4 - CBI -- is that for 2 meetings or 5 meetings? Gwen, this line item is for 2 team teleconferences before each round of meetings just to touch base with the scientific team and go over the meeting agenda.

3. Do you want a hard copy of the meeting agendas available to the public?

Julie--No. Just a poster sized one for the wall.

4. We assume EPA will not provide a coffee service or other refreshments at the meetings? I am thinking I will have at least water available for the presenters. Do you want anything else for them?

Julie--It would be really nice to be able to provide refreshments at the meetings out in the villages since it is part of the community culture, but it is an item that is often prohibited as an expenditure of EPA funds. Fine with me.

5. As soon as possible, I'd like to discuss the desired format of the meetings with the presenters if that could be arranged but I can contact Dan Rinella and Phil North about that directly if you think that's okay (but FYI, did not hear back from Phil North regarding vision for meeting space).

Julie--I would envision

that each meeting would include a 20-30 minute presentation, likely with PowerPoint, a lot of time for Q and A, and some time either before or after the meeting for staff availability (ie informal 1-on-1 and small group discussions). Possible places where contractor support would be helpful would be in drafting PowerPoint presentations, generating maps and other graphics and helping staff a registration table.

Gwen, I think we need to discuss this further with the research team since they will be the ones giving the presentation. Here are my concerns:

## Ex. 5 - Deliberative

6. What are requirements or expectations for public meeting notice distribution? Do they need to be physically posted in locations such as community gathering places (library, post office, town hall)? Or, are advertisements on radio stations and in local newspapers adequate? Does distribution need to be documented?

Julie --No requirements since these meeting are not required by regulations. Newspaper, radio and web community calendars should be adequate. Given the rural nature of the affected communities, a post card mailed to each household in a zip code (these are called carrier-route mailings) may be a very efficient way to reach people with information. I usually use the exact same image for newspaper ads and the postcard when doing meetings. Examples can be provided.

Gwen--Lets add this to the budget

There are 31 potentially affected communities in the region and a population of 7,400. Are you sure you want to spend the money to send a postcard to every household? We can look into it and add it in if you like but I thought you should understand the geographic scope first.

7. Does EPA have a standard format or other design standards it uses for fact sheets?

Julie--We have some fairly standard formats that we use here in the region, but there are no requirements. Most of our production is done in-house. Examples can be provided.

8. What is the format, including space restrictions, for EPA web page where content will be posted? How will Communications Consulting coordinate with EPA to post and update online content? In short, can we just provide content, or do we need to also handle some design or technical elements?

Julie -- EPA keeps very small web pages for each project and the contractor would just need to provide content such as project documents in a suitable format. A guide for formatting PDF documents for the EPA website is attached.

(See attached file: Creating Web Ready PDFs for the EPA.pdf) This file didn't come through in your message Gwen.

I look forward to hearing from you.

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Judy Smith, Community Outreach and Public Information EPA, Region 10, Oregon Operations Office  
805 SW Broadway, Suite 500, Portland, OR 97205  
503-326-6994  
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